

# **Temporary Food Guidelines and Information Packet**

## **For Event Coordinators and Temporary Food Event Participants**

Including anyone who wishes to prepare or serve food at fairs, festivals, carnivals, bake sales or any other public event.

This packet includes the following information:

- 1. Temporary food permit application fee**
- 2. Requirements for a food permit**
- 3. Temporary food permit overview**
- 4. Temporary food permit application**

This information is intended for use by those participating in temporary events only. These requirements are not to be mistaken for any other regulations that exist for permanent restaurant operations, mobile food units or food manufacturing businesses. Please contact the Loudoun County Health Department if you have any questions regarding the service and preparation of foods intended for public consumption.

For additional information, review “The **Regulations Governing Restaurants**” on the Virginia Department of Health web site, [www.vdh.state.va.us](http://www.vdh.state.va.us). Once on the home page, select the office of Environmental Health Services. You will find the regulations under “Food and General Environmental Services”.

Loudoun County Health Department  
1 Harrison Street S.E., Leesburg, VA 20177  
Front Desk (703) 777-0234  
Fax (703) 771-5023  
Temporary Food Coordinator: Karen Bergin (703) 771-5825

## **Temporary Food Permit Application Fee**

A **\$40 fee** is charged to temporary food establishments for the first permit acquired during the fiscal year (July 1-June 30). A new application and permit are required for all subsequent events within this fiscal year, however, no additional fee is required if proof of payment is provided. Mail or submit in person, a check or money order payable to the *Commonwealth of Virginia*. A receipt will be mailed or given to the applicant. Attach a copy of the receipt to all future temporary food applications.

## **Requirements for a food permit**

All persons who wish to prepare and serve food to the public during a temporary event must have approval by the health department. Requirements are dependent on many factors including the type of food being served, the equipment / facilities, and the extent of preparation needed.

**Event Coordinators** are requested to contact the health department prior to planning the event. Questions and special considerations can be addressed early in the planning process. Event Coordinators are asked to provide a list of all vendors, contact names and phone numbers and a diagram indicating the location of each vendor at least 30 days prior to the event.

A **Temporary food permit application** must be submitted to the health department for review at least 30 days prior to the event. Each vendor is required to submit an application for each event. The application will be reviewed and the applicant contacted if additional information is needed. Application approval and an on-site inspection will be conducted prior to issuing a permit.

A temporary kitchen that is approved by the health department and inspected, is to be used. Food establishment operations are not to be conducted in a private home, unless it's specific use has been approved by the Virginia Department of Agriculture. Include supporting documents with the Temporary food application.

A kitchen in a private home may be used to prepare non-potentially hazardous foods for sale or service at a **religious or charitable organization's bake sale** if allowed by law. The consumer is to be informed by a clearly visible placard at the sales or service location that the *"food is prepared in a kitchen that has not been inspected by the regulatory authority"*. Examples of non-potentially hazardous foods include: cookies, non-filled pastries, fruit pies, cakes, brownies and breads. It is recommended that the **Event Coordinator** keep a list of what was offered.

For items that are potentially hazardous, but not prepared in a temporary food establishment, approval is needed from the Virginia Department of Agriculture. Examples include: all canned items, pickles, sauces, salsas, and acidified foods. Call the Virginia Department of Agriculture for assistance and information (804) 786-3520.

## **Temporary Food Permit Overview**

Food vendors with a limited menu for public events-fairs, festivals, carnivals, flea markets, special sports events etc. At least **30 Days prior** to the event:

- 1. Submit Temporary Food Permit Application and \$40 fee.**
- 2. Application will be reviewed for approval by the Health Department.**
- 3. On Site inspection by Health Department to issue the permit.**

**A).** All food, water, ice cream, and ice shall be from approved sources. If well water, submit recent water sample test results; or use bottled water.

**B).** Food shall be prepared at the event or at a facility with a Health Department Permit. Menu is limited by facilities.

**C).** Maintain **cold holding** of potentially hazardous foods at **41°F or below** at all times. Cooler with drained ice can be used – IF it can maintain cold holding temperatures. Recommend electric refrigeration/freezer for events longer than 1 day. Use thermometers accurate to  $\pm 3$  °F.

**D).** **Cook** to at least the following temperatures:

**Poultry to 165 °F; Ground Beef to 155°F; Pork to 145°F;**

Use a metal stem thermometer for food products accurate to  $\pm 2$  °F.

Rapidly reheat **potentially hazardous foods to 165°F or higher. Maintain hot holding of potentially hazardous foods at 140°F or above at all times.**

**E).** **Handwash Station:** Handsink with running water, soap and paper towels OR water cooler with spout, catch basin, soap and paper towels.

**F).** Store Food at least 6” off the ground.

**G).** Provide and use effective hair restraints.

**H).** A **Person in Charge** must be present during all hours of operation. The Person in Charge shall be a certified food manager OR demonstrate knowledge of foodborne disease prevention and the requirements of the regulations by correctly responding to questions by the health department as they relate to the specific food operation.

**I).** If **time only**, rather than time in conjunction with temperature, is used as a public health control for potentially hazardous food that is displayed or held for service for immediate consumption:

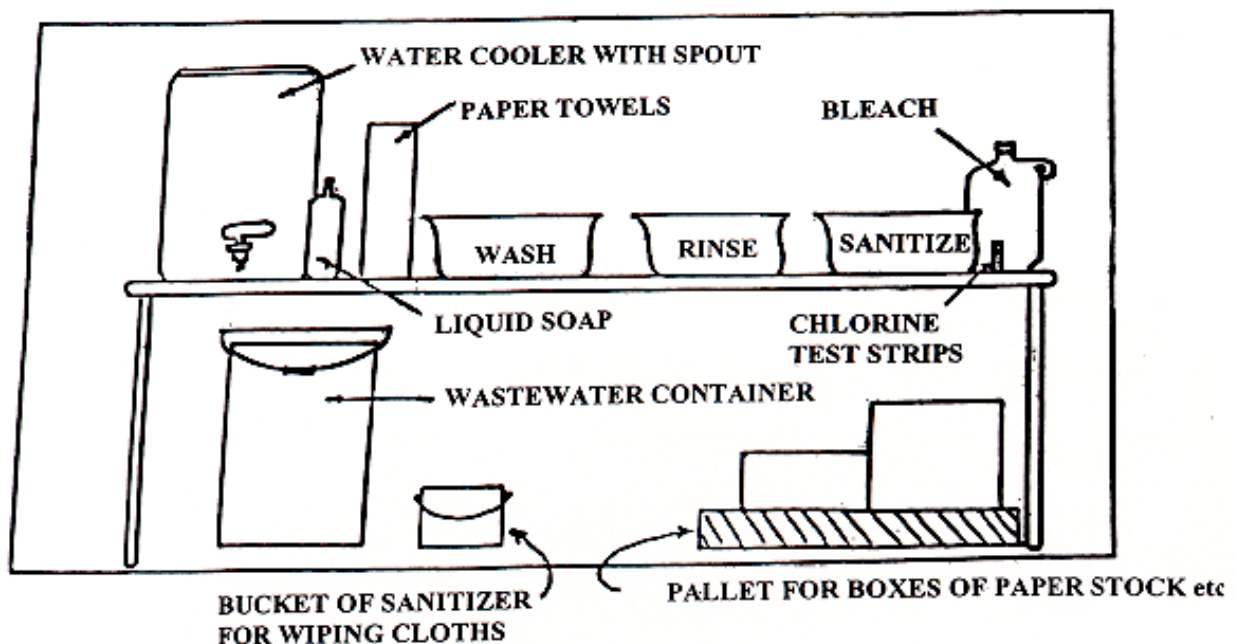
**then** the food shall be marked to indicate the time that is **4 hours** past the point in time when the food is removed from temperature control. Within this 4 hours, the food shall be cooked, served or discarded.

**J).** **Sanitizing** can utilize 3 plastic tubs/pans for cleaning/sanitizing all dishes/utensils.

1. **Wash**-soap and water
2. **Rinse**-water
3. **Sanitize**-Can be 100 ppm chlorine bleach,  
Approximately 1 tsp bleach per gallon of water
4. Air dry items or dry with paper towel

Test concentration of sanitizer with test strips- test strips are available at any restaurant supply company.

Example:



# Commonwealth of Virginia



## Application For A Department of Health Food Establishment Permit

Application for a: ☐ New establishment ☐ Renewal ☐ Name change ☐ Change of owner

Applicants name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_

Name of establishment: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Fax: \_\_\_\_\_

Physical location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Establishment owner is a/an: ☐ Association, ☐ Corporation, ☐ Individual, ☐ Partnership, ☐ Other

Association, Corporation, Partnership name: \_\_\_\_\_

Names, titles & addresses of persons comprising the legal ownership (Attach list if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Local registered agent (if required):

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Person directly responsible for the establishment:

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Immediate supervisor of person directly responsible for the establishment:

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

\_\_\_\_\_

**Is the food establishment: (check appropriate box)** ☐ stationary or ☐ mobile

**Is the food establishment: (check appropriate box)** ☐ temporary or ☐ permanent

**Does the establishment: (check Yes or No)**

(1) Prepare, offer for sale, or serve potentially hazardous food: ☐ Yes or ☐ No

(a) Only to order upon a consumer's request ☐ Yes or ☐ No

(b) In advance quantities ☐ Yes or ☐ No

(c) Using time as the public health control ☐ Yes or ☐ No

(2) Prepare potentially hazardous food in advance using a food preparation method that involves two or more steps which may include combining potentially hazardous food ingredients, cooking, cooling, reheating, hot or cold holding, freezing, or thawing ☐ Yes or ☐ No

(3) Prepare food as specified under (2) for delivery to and consumption at a location off premises of the food establishment where it is prepared ☐ Yes or ☐ No

(4) Prepare food as specified under (2) of this section for service to a highly susceptible Population (i.e., the elderly, children, or those with weakened immune systems) ☐ Yes or ☐ No

(5) Does not prepare but offers for sale only prepackaged food that is not potentially hazardous ☐ Yes or ☐ No

(6) Prepares only food that is not potentially hazardous ☐ Yes or ☐ No.

**Number of seats:** \_\_\_\_\_

**Water Supply: (check appropriate box)** ☐ Public - Name \_\_\_\_\_ or ☐ Private - Type \_\_\_\_\_

**Sewage: (check appropriate box)** ☐ Public - Name \_\_\_\_\_ or ☐ Private - Type \_\_\_\_\_

I/we attest to the accuracy of the information provided, affirm to comply with the Food Regulations and allow the regulatory authority access to the establishment at any reasonable time to inspect, conduct tests or collect samples as required.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**For Official Use**

Approved for Permit \_\_\_\_\_

Environmental Health Spec. \_\_\_\_\_

Date Signed: \_\_\_\_\_

Environmental Health Sec. \_\_\_\_\_

Date Issued: \_\_\_\_\_

Environmental Health Spec. \_\_\_\_\_

# Temporary Food Permit Application

To be completed in addition to the  
Application For A Department of Health Food Establishment Permit

## EVENT INFORMATION

Name of Event: \_\_\_\_\_

Event Address: \_\_\_\_\_

\_\_\_\_\_

Directions: \_\_\_\_\_

\_\_\_\_\_

Operation Dates: \_\_\_\_\_ Operation Hours: \_\_\_\_\_

## List all items being prepared or served

Food/Beverages	Source	Where it is prepared	How is it prepared
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_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____
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## How will these items be handled or addressed?

Handwashing: \_\_\_\_\_

Sanitizing of Equipment/Utensils: \_\_\_\_\_

Cold Holding: \_\_\_\_\_

Cooking: \_\_\_\_\_

Hot Holding: \_\_\_\_\_

Overhead Protection: \_\_\_\_\_

Service of Condiments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_